Southern Nevada Public Land Management Act
ROUND 14 Nomination Package Requirements for
Eastern Nevada Landscape Restoration Project

NOTE: In order to extend the benefits of the SNPLMA funding program and to allow partner agencies to complete previously approved projects, the SNPLMA Executive Committee has agreed to postpone the opening of Round 15 until September 2014.

I.   ELIGIBILITY REQUIREMENTS:

The SNPLMA, as amended, authorizes the Secretary of the Interior to approve expenditure of the revenue in the SNPLMA Special Account to be used to "carry out the Eastern Nevada Landscape Restoration Project in White Pine County, Nevada and Lincoln County, Nevada."

The Eastern Nevada Landscape Restoration Project category provides funding for activities which promote resilient and healthy ecosystems within the Great Basin including planning, implementation, research, monitoring, environmental analysis and associated documentation, NEPA compliance, management, and delivery of programs such as, but not limited to: fire management, fuels, forest, woodlands, rangelands, aspen and riparian communities, wildlife habitat, soils, and watersheds. Research projects must demonstrate a practical application to management of federal lands and the Great Basin Restoration Initiative in order to be accepted for consideration.

The Bureau of Land Management, National Park Service, U.S. Fish and Wildlife Service, and USDA Forest Service may nominate restoration initiatives in Lincoln and White Pine Counties, Nevada, under this category. In carrying out the project, the Secretaries of the Interior and Agriculture may make grants and the Director of the Bureau of Land Management and the Chief of the Forest Service may enter into an agreement, with the Eastern Nevada Landscape Coalition, Great Basin Institute, and other entities.

The Forest Service, Bureau of Land Management, and Ely Shoshone Tribe may carry out eligible ENLRP projects on Ely Shoshone Trust Lands that are beneficial to the tribe and the Forest Service or the Bureau of Land Management. The Forest Service and Bureau of Land Management will consult and coordinate with the Tribe on any proposed ENLRP project on trust lands.

The Secretaries may use SNPLMA funding for restoration projects on non-federal lands within White Pine and Lincoln Counties.

II.   ROUND 14 NOMINATION LIMITATIONS AND DIRECTION

A. Nominations are limited to two submissions per entity per category. The only exception to this is the Hazardous Fuels category where eligible entities are limited to two submissions per entity per legislative area (the Lake Tahoe Basin, the Carson Range in Douglas and Washoe Counties and Carson City, and the Spring Mountains in Nevada.).

B. Entities are to limit nominations to the lowest cost option for a viable project. In addition, please ensure that the projected cost estimates are as accurate as possible. The Executive Committee has recommended a greatly diminished role for Special Account Reserve (SAR) fund requests in the future.

C. Nominations are limited to one project location (e.g., rehabilitate one campground, not two or three; one physical location/facility within an agency's or entity's management area), except in the Hazardous Fuels category. See Section IV.I.1 for information regarding siting of the project at the identified physical location within the management area.

D. Except where provided by the SNPLMA legislation relative to the ENLRP category, nominations may not identify non-eligible Federal agencies, organizations or other entities as proposed to receive project funds through contracts and/or agreements to implement or assist in implementing the project.

E. The Executive Committee reiterated that the SNPLMA Strategic Plan is the guiding document for all nominations. In addition, the Executive Committee identified three emphasis areas of equal importance for Round 14. The three areas are:

> 1. Health and human safety
> 2. Recreational opportunities in underserved areas
> 3. Landscape scale projects for sensitive species or their habitats

III. GENERAL FORMATTING AND SUBMITTAL REQUIREMENTS

A. **Nomination period duration is 60 days, beginning Monday, September 10, 2012 and ending Friday, November 9, 2012.** Nomination packages must be received by close of business, 4:30p.m. Pacific Time on November 9, 2012. Late submissions cannot be considered.

B. All **Eastern Nevada Landscape Restoration Project (ENLRP)** nomination packages are to be submitted to:
> *Kelly Ross, SNPLMA Program Manager*
> *Southern Nevada District Office*
> *Bureau of Land Management*
> *4701 N. Torrey Pines Dr.*
> *Las Vegas, NV 89130*

C. Submit one hard copy and one electronic copy (CD) of the nomination. Text should be created in MS Word '97 or higher, with a 1" margin on all sides, printed double sided on 8 ½" X 11" paper, including maps. The electronic version must match the hard copy version. Hard copies should be clipped or stapled, not hole-punched or bound.

D. All images should be integrated into the Word document to create a single electronic document. Photographs should be grouped together, two per page, at the end of the document, rather than scattered throughout the text. Photographs, maps, and letters should be scanned in .jpg format and inserted into the text document.

E. Original .jpg images of photos and maps should also be included separately on the CD, so they are readily available for use in the nomination database for production of the Executive Summaries and for use in PowerPoint presentations produced during the nomination cycle.

F. All nomination packages, including disks and CDs, become the property of the BLM Southern Nevada District Division of SNPLMA Acquisition, Improvement and Conservation Programs and will not be returned.

G. All instructions, requirements and due dates must be met for the nomination to be accepted. However, time permitting after the nomination due date, nominators will be notified if their nomination package is incomplete or otherwise does not meet requirements and allowed a brief period to provide missing or updated information. The SNPLMA Implementation Agreement and decision memos regarding changes in criteria for certain categories and other IA changes can be found at: http://www.blm.gov/nv/st/en/snplma/implementation.html

IV. <u>ROUND 14 NOMINATION CONTENT REQUIREMENTS -- ALL CATEGORIES</u>

A. Indicate the project timeframe in years and months. Projects may not go beyond the timeframes approved by the Executive Committee: Land Acquisitions = 2 years; ENLRP = 4 years; PTNA, Capital Improvements, MSHCP, and Conservation Initiatives = 5 years; Fuels = 6 years. Please do not indicate definitive dates in your application, as delays in processing funding instruments can affect your ability to initiate projects.

B. A cover page including the following: the submitting entity's name and logo, if applicable; the SNPLMA round and category; the project title which reflects and captures the nomination content; the amount requested; contact person/project manager with phone, fax, and e-mail.

C. Include a latitude and longitude location reference point for purposes of locating the project area on a map on the SNPLMA website, using degrees, minutes, and seconds (e.g. N 36° 52' 45" /W 112° 12' 10").

   i. Identify the Congressional District Number in which the project is located.

D. Nominations must clearly describe the relationship of the nominated project to previous phases and anticipated future phases, if any. Provide the estimated total cost of all phases of the project; confirm that the current nomination will result in a stand-alone, viable project and acknowledge that there is no guarantee or expectation of funding for future phases. The project title may only include the term "phase" when the project is a direct phase of a previously approved SNPLMA project, or if the project is the first phase of a series of stand-alone future nomination phases.

E. Nominations are to address whether or not there will be contributed funds directly applicable to completion of the project within the timeframe and scope of the proposed project. Funds from other sources to complete work prior to the project or for post-completion activities such as operations and maintenance or later enhancements are not considered contributed funds.

F. If either an in-kind or cash contribution is identified, a written commitment must be documented on official letterhead or stationery of the contributor and submitted as part of the nomination. In addition, the Estimated Cost Worksheet should reflect the amount of the contribution in the space provided at the bottom of the form.

G. In-kind contributions include volunteer labor, professional services, or contributed material and equipment. Project nominations that identify in-kind contributions must submit a breakdown of the valuation of these contributions. The breakdown of these contributions may include:

(1) Volunteer labor valuations should be computed at the rate used by the Department of the Interior, which is currently $21.36 per hour;

(2) Salaried employees' actual hourly rates plus the value of any fringe benefits received;

(3) Actual costs for material, equipment and supplies.

Agency/entity overhead costs may not be included in determining in-kind contributions.

H. Nominations in all categories must contain a specific statement of the purpose of the project; that is a "Purpose Statement." The purpose statement must address the format below:

1. Who: (agency/entity) will [verb] (e.g. construct, build, refurbish, restore, excavate, design, conduct, acquire, replace, upgrade, etc.)
2. What: [noun] (e.g. welcome center, trail, park, picnic area, hazardous fuels reduction, archaeological resources, training classes, +/- 230 acres of land, etc.)
3. Where: (e.g. physical location of project within agency/entity management area, County, District, east side of mountain X, etc.)
4. Why: [prepositional phrase describing the outcome of the project] (e.g. to address the recreational needs of the community, to improve safety, to enhance/improve/increase recreational opportunities, for protection/preservation/restoration of resources, to reduce fire risk, to improve environmental awareness of teachers/students/public, for improved public access, etc.)

I. Following the purpose statement, the nomination must then include the project deliverables as defined below. The purpose statement along with the deliverables identified to accomplish the purpose will be used to determine project completion and acceptability of future scope change requests. There are three categories of deliverables described below:

1. <u>Primary Deliverables:</u> Primary deliverables are those that must be completed at a minimum in order to complete the project and accomplish the purpose. Identify the size, quantity, anticipated site and configuration, and whether or not those elements are contingent upon the final results of design, planning, cost estimates, public scoping or other studies, analyses, or reports.

   ◆ <u>Examples:</u>

- o Refurbish or replace 3 to 5 picnic tables in picnic area A and repair the roof on 2 picnic pavilions;
- o Acquire title to Property C, approximately 250 acres with riparian habitat and wetlands of +/- 100 acres;
- o Construct a non-motorized trail 6 feet wide from point X to point Y
- o Conduct 5 Interagency Law Enforcement saturation patrols on Federal lands, location to be determined contingent upon urgency of need for protection of people and resource values.

2. <u>Anticipated Deliverables:</u> Anticipated deliverables are those that are desirable and beneficial, but not minimally necessary to completion of the proposed project and project purpose. Their inclusion will be based on the results of final planning, design, cost estimates, public scoping, or other studies, analyses, or reports. The cost estimate for the project should include the cost of completing anticipated deliverables that are likely to be included unless the results of such studies, analyses, or reports determine that they should not be developed. (See the first two examples below.)

   The cost estimate should not include the cost of anticipated deliverables that are planned for inclusion only if sufficient funds remain after completing the primary deliverables. This is to avoid inflating project funding requests over the lowest-cost option to address the cost of components/elements that are not necessary to completion of the project and project purpose. (See the third example below.)

   - ◆ <u>Examples:</u>
     - o Construct 1 new picnic pavilion in picnic area A pending public scoping results that indicate the pavilion will be utilized;
     - o Acquire water rights if available for Property C pending review of a water rights ownership report and determination of the quantity that can be put to beneficial use;
     - o Include lighting along the trail from point X to point Y if final cost estimates for construction allow inclusion within the amount requested to complete the project.

3. <u>Standard Deliverables:</u> Standard deliverables are those actions/activities that are generally accepted by the agency/entity, and/or by industry standards as necessary to complete the aforementioned Primary and Anticipated deliverables. Standard deliverables can be identified in the project workplan rather than in the nomination, but the cost of completing the standard deliverables must be reflected in the project cost estimate.

   - ◆ <u>Examples:</u>
     Deliverables which are typically addressed in the cost estimate worksheet but not always identified as deliverables in the nomination that would be standard deliverables are:
     - o NEPA for a land acquisition (vs. NEPA that is a primary deliverable for other types of projects);
     - o Appraisal to determine market value of rights in land to be acquired;
     - o Boundary survey to determine acreage; and
     - o Surveys for trail construction

Other examples that may not be line items in budget estimates or identified in the nomination but that must be completed to accomplish the Primary or Anticipated Deliverables and therefore would be defined as standard deliverables are:

- o Public scoping;
- o Developing scopes of work for contracts;
- o Writing a request for bids;
- o Submitting and obtaining management approval of project documents;
- o Submittal for review and approval by agency management; and
- o A specialist's review of project documents.

J. The Executive Committee recently authorized the use of a list of Performance Measures tied to the SNPLMA Strategic Plan. Nominations in all categories should identify all relevant performance measures with a minimum of one. (A link to the SNPLMA Performance Measures is available in the "Call for Round 14 Nominations" on the SNPLMA website at http://www.blm.gov/snplma.) The performance measures are each tied to a goal, objective and sub-objective in the SNPLMA Strategic Plan (also available on the SNPLMA website). To meet this requirement, the nomination must describe accomplishments in the form of "outcomes and outputs" that are linked to specific performance measures. Use the following as an example:

Strategic Goal 2, Objective 2.5: Promote Education – Improve the public's connection with natural, cultural and recreational resources with an emphasis on youth education.

- Outcome: Increase visitor awareness and appreciation for the Mojave Desert through educational programs and products. Achieving the following outputs will accomplish this outcome:

  - Output (Primary or Anticipated Deliverable): Conduct 15 education programs for teachers and students in Clark County. The SNPLMA Performance Measures include:

    - o Performance Measure O7 – Number of Interpretive or Educational Presentations Given (each presentation is reported as one unit).

    - o Performance Measure O5 – Number of Outreach Contacts Made (each individual reached is reported as one unit).

  - Output (Primary or Anticipated Deliverable): Update 5 visitor center static displays by replacing/upgrading them with multi-media interactive displays. The SNPLMA Performance Measure is:

    - o Performance Measure O6 – Number of New Interpretive or Education Publications/Signs Produced (each display is reported as one unit).

  - Output (Primary or Anticipated Deliverable): Hire 1 temporary interpretive ranger to deliver outdoor educational programs at the Mojave Max desert tortoise habitat, at the Red Rock Canyon Visitor Center on weekends and holidays from the months of October through May for three

years. Unit of measure will be the number of programs delivered and the approximate number of public attendance recorded at each session. The number of programs could range from 60 to 80 each year. SNPLMA Performance Measures include:

- o Performance Measure O7 – Number of Interpretive or Educational Presentations Given (each presentation is reported as one unit).

- o Performance Measure O5 – Number of Outreach Contacts Made (each individual reached is reported as one unit).

K. Identify the level of readiness for the project in terms of staffing, resources, NEPA, initial planning, inter-agency coordination, SHPO consultation, etc. that will allow your agency/entity to request funds and begin implementing the project within one year of notification of funds availability. Beginning this round, the Executive Committee may look favorably at projects that are most prepared to begin implementation.

NOTE: Implementation of projects (i.e., starting actual project work) within one year of notification of funds in the Special Account became a requirement beginning in Round 13, as part of a Decision Memorandum signed by the Executive Committee on August 1, 2011.

NOTE: Entities/agencies are not required to complete a "Performance and Capacity Worksheet." However, the subgroups, the Partner's Working Group, and the Executive Committee will be provided with SNPLMA database information on past performance and this may be factored into decisions for funding recommendations.

ENLRP Ranking Criteria

Seven criteria will be used by the subgroup to evaluate, score, and rank nominations in this category. The total points available are shown to the right of the criteria. The factors used to score the criteria are listed below it with the points available for each factor.   For Criteria #4 projects will be scored under on set of criteria and points, not both. Unless stated below the Factor, scoring is on a sliding scale.

The technical criteria will be used to evaluate all science-based proposals as answered for the criteria and a science-based proposal should consider writing the nomination to address the technical aspects of a science-based nomination.

1. Project results in the improvement of landscape/watershed function.	Points = 10

Factors:

A. Landscape/watershed plan is completed or will be completed	
1. Project has been identified in a landscape/watershed restoration plan. (Landscape/watershed analysis and restoration plan are complete)	7
2. Proposal is to develop or complete a landscape/watershed analysis and restoration plan.	5
B. Project planning is complete. (NEPA is complete and decision is signed)	3

Factors A1 and A2 are mutually exclusive, points are awarded all or none for only one of these factors. Factor 1B is scored on a sliding scale.

2. Project maintains or restores native plant communities to reduce the risk of catastrophic events.	Points = 12

Factors:

A. The majority of the project is within Fire Regime Condition Class* (FRCC):	
1. FRCC 2 (moderate departure from the natural regime of vegetation characteristics)	7
2. FRCC 1 (within the natural range of variability of vegetation characteristics)	3
3. FRCC 3 (high departure from the natural regime of vegetation characteristics)	1
B. Project is within Wildland Urban Interface** (WUI).	5

Factors A1, A2, and A3 are mutually exclusive, points are awarded all or none for only one of these factors. Factor 2B is scored on a sliding scale.

3. Project will benefit existing restoration initiatives and/or projects.	Points = 15

Factor:

A. Project will benefit existing restoration initiatives and/or projects	
1. Project builds upon an existing restoration project	15
2. Project begins implementation of a restoration project	15
3. Project is for planning of a restoration project/initiative	5

Factors A1, A2, and A3 are mutually exclusive, points are awarded all or none for only one of these factors. The existing project does not have to be funded through SNPLMA.

*****Non-Science-Based Projects*****
Score the project under either 4A or 4B depending on whether the project is science-based or not.

4 A. Implementation of the project will lead to additional scientific information.	Points = 10

Factors:

A. Project will lead to needed/improved scientific information on the design, implementation, and/or adaptation of landscape-scale restoration treatments	5
B. Project will provide useful effectiveness monitoring through an established monitoring protocol	5

*****Science-Based Projects*****

4 B. Science-Based project addresses the following requirements.	Points = 10

Factors:

A. Project responds to the priority theme and subtheme	
1. Project responds to the priority theme "Watershed Function" and subtheme "Vegetation Management".	5
2. Project responds to another theme and subtheme from this round.	3
3. Project responds to an emerging science need not identified in this round.	1
B. Project is landscape focused with application to multiple agencies and entities with similar science-based information needs.	5
TOTAL POSSIBLE POINTS = 10	

Factors A1, A2, and A3 are mutually exclusive, points are awarded all or none for only one of these factors. Factor B is scored on a sliding scale.

5. Project meets program and/or resource objectives noted in the White Pine County Conservation, Recreation, and Development Act as it pertains to Subtitle G – Eastern Nevada Landscape Restoration Project.	Points = 11

Factors:

A. Sensitive or Threatened and Endangered Species Habitat	3
B. Wildfire Management	2
C. Riparian Communities	2
D. Aspen Communities	2
E. Soils	2

6. Project promotes cooperative restoration.	**Points = 10**

Factors:

A. Involves non-governmental groups, volunteers, or organizations in the development and accomplishment of resource management goals, education, outreach, and other activities. (Nomination package includes documentation to verify external contributions and budget reflects expected contribution). Has identified committed non-SNPLMA sources of funding or in-kind contribution in the development and/or implementation of the project.	6
B. Actively involves and addresses the needs of more than one governmental agency.	4

The term "governmental" in Factor 6B, includes Federal, state, local, and tribal governments.

7. Project demonstrates sound project management and quality control measures.	**Points = 8**

Factors:

A. Project goals and implementation processes are clear, achievable, and demonstrable.	4
B. Deliverables and implementation plan are clearly articulated. Deliverables are measurable.	4
TOTAL POSSIBLE POINTS = 76	

*The fire regime condition class (FRCC) is a classification system used by all federal agencies eligible for this category of funding. The three classes are based on low (FRCC 1), moderate (FRCC 2), and high (FRCC 3) departure from central tendency of the natural (historical) regime. Central tendency is a composite estimate of vegetation characteristics (species composition, structural stages, stand age, canopy closure, and mosaic pattern); fuel composition; fire frequency, severity, and pattern; and other associated natural disturbances.

FRCC 1 – low departure (0-33%) is considered to be within the natural (historical) range of variability. Risk of loss of key ecosystem components (e.g. native species, large trees, and soil) are low and would be cost efficient to maintain. Ecological thresholds have not been crossed.

FRCC 2 – moderate departure (34-66%) from central tendency of the natural (historical) regime. Risk of loss of key ecosystem components are moderate and would be cost efficient to maintain or restore. Ecological thresholds are threatened and may be crossed.

FRCC 3 - high departure (67-100%) from central tendency of the natural (historical) regime. Risk of loss of key ecosystem components are high and would be costly to restore.   Ecological thresholds may have been crossed.

**Wildland Urban Interface (WUI) is defined by the National Wildfire Coordinating Group as "The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels." Use this definition when scoring the projects.

*** Science-Based projects are defined as SNPLMA projects nominated through the Conservation Initiatives, ENLRP or MSHCP categories which include research, modeling, and/or monitoring.

THEME	SUBTHEME
1. Watershed Function	a. Vegetation Management
	b. Climate Change
2. Biodiversity	a. Flora/Fauna/Reptiles
	b. Climate Change
3. Water	a. Quality
	b. Quantity
4. Land Use	a. Renewable Energy
	b. Recreation
5. Cultural Heritage	a. Cultural
	b. Archaeological

SNPLMA Science-Based Nominations Technical Review Criteria

The nomination must address the following technical criteria while responding to the ranking criteria for either the Conservation Initiatives or ENLRP categories. Nominations for MSHCP projects must address these criteria in addition to the Clark County Desert Conservation Program requirements. The following technical criteria are the basis for the technical peer review which the SNPLMA Division will have completed for each science-based nomination. For the purposes of SNPLMA nominations, science is defined as research, modeling, and/or monitoring.

1. **Goals.** Are the goals, objectives, and hypotheses clearly stated and internally consistent? Is the idea timely and important? Does the proposal directly address this Rounds priority theme and subtheme?

2. **Justification.** Is the study justified relative to existing knowledge? Is the conceptual basis clearly stated in the proposal and does it explain the underlying basis for the proposed work?

3. **Approach.** Is the approach well designed and appropriate for meeting the objectives of the project? Are the results likely to add to the base of knowledge? Is the project likely to generate novel information, methodologies, or approaches?

4. **Feasibility.** Is the approach fully documented and technically feasible? Are the underlying assumptions reasonable? What is the likelihood of success? Are the scale, budget, and timeline of the project consistent with the goals and objectives and within the grasp of the authors?

5. **Products.** Is the project likely to yield products of value? Are interpretative (or interpretable) outcomes likely from this project? Will the information ultimately be useful to decision makers? Does the project propose products that would be useful to your agency? Does the proposal provide means to communicate project results in ways that are useful to your agency?

6. **Conflict or Redundancy:** Would implementation of this project conflict with the implementation of another science or capital improvement project? If so, please describe the conflict. Does the project unnecessarily duplicate another project? If so, please describe the extent to which the proposal is unnecessarily duplicative with other work.

7. **Capabilities.** What is the track record of the authors in terms of their past work? Is the project team qualified to efficiently and effectively implement the proposed project? Do they have the infrastructure and other aspects of support necessary to accomplish the project?

8. **Agency Need:** Does the subject area of this proposal address an issue or information gap of relevance to a management or policy issue your agency is concerned with?

9. **Timeliness:** Will the results of this work provide information on a timeline that supports the information needs of your agency?

10. **Engage Agency and Stakeholder Representatives:** Does the proposal demonstrate that it was designed in response to agency needs? Does the proposal include provisions to ensure that relevant agency and stakeholder representatives are sufficiently engaged with the project?

Attachment 1

APPENDIX B-10

**EASTERN NEVADA LANDSCAPE RESTORATION PROJECT
ESTIMATED NECESSARY EXPENSES**

Project Name: _____ County/City: _____
Project #: _____ Priority # _____
Prepared by: _____ Phone: _____ Date: _____

Identify estimated costs of eligible reimbursement expenses:

1. **Planning and Environmental Assessment Costs** (specialist surveys/reports including cultural resources, archaeology, wildlife, biology, environ-mental documentation, NEPA if required, etc.) $ _____ _____ %

2. **FWS Consultation—Endangered Species Act**   _____ _____ %

3. **Direct Labor (Payroll) to Perform the Project** (including one dedicated lead/team member per agency) $ _____ _____ %

4. **Project Equipment** (including specialized equipment for resource protection officers) $ _____ _____ %

5. **Travel** (including per diem where official travel status required to carry out project, such as serve as COR, experts to review reports, etc.) $ _____ _____ %

6. **Official Vehicle Use** (pro rata cost for use of Official Vehicles when required to carry out project) $ _____ _____ %

7. **Cost of Contracts, Grants and/or Agreements to Perform the Project** $ _____ _____ %

8. **Other Direct and Contracted Labor:** Agency payroll for the Contracting Officer to do project procurement, COR, Project Inspector, Sec. 106 consultation if required, NEPA Lead, Project Manager, Project Supervisor, and subject experts to review contracted surveys, designs/drawings, plans, reports, etc.; Also covered is the cost to contract for a Project Manager and/or Project Supervisor if contracted separately from other project contracts) $ _____ _____ %

9. **Other Necessary Expenses** (See Appendix B-11)   _____ _____ %

                                      TOTAL*: $ _____   100 %

Describe Commitment(s) for Either Cash or In-Kind Contributions to Complete the Project

Attachment 1

Attachment 2

Project Title:

DETAILED COST ESTIMATE	

1. Planning and Environmental Assessment Costs

Specialist Surveys/Reports	$
NEPA	$
Permitting	$
Watershed/Landscape Analysis	$
Other (describe)	$
Subtotal	$

2. FWS Consultation - Endangered Species Act **Subtotal** $

3. Direct Labor/Payroll to Perform the Project (use fully loaded labor rate)

Position 1 (include job title and grade)	$
Position 2	$
Position 3	$
Position 4	$
Subtotal	$

4. Project Equipment

Item 1 (list equipment)	$
Item 2	$
Item 3	$
Item 4	$
Item 5	$
Subtotal	$

5. Project Materials and Supplies

Office Supplies	$
Field Supplies	$
Vehicle Equipment	$
Subtotal	$

6. Travel (airfare, car rental, per diem, etc)

Travel 1 (include purpose)	$
Travel 2	$
Travel 3	$
Travel 4	$
Travel 5	$
Subtotal	$

7. Official Vehicle Use

Vehicle Use 1	$

Vehicle Use 2	$
Vehicle Use 3	$
Vehicle Use 4	$
Vehicle Use 5	$
Subtotal	$

8. Required Training for Project Implementation (list purpose)	
Training 1	$
Training 2	$
Training 3	$
Training 4	$
Training 5	$
Subtotal	$

9. Cost of Contracts and/or Agreements to Perform Project	
Contract 1 (list each contract)	$
Contract 2	$
Contract 3	$
CESU Cooperative Agreement:	$
Detailed Cost Estimate Subtotal	$

OTHER NECESSARY EXPENSES (APPENDIX B-11)	
10. Examples of Other Necessary Expenses (providing a breakdown of these costs is optional, however a total estimate is required.)	
ADMINISTRATION COSTS	
Budget Tracking/Accounting and Execution	$
Allocation of Transferred Funds to the Region and to the Field*	$
Preparation of OMB Reports Required in Association with Transferred Funds*	$
Project Procurements and Contract Oversight (If any in addition to Direct Labor for the CO, COR, and PI already included on the Estimated Expense sheet)	$
Preparing Transfer Requests*	$
Transfer of Station cost (PCS) for Hiring Project Personnel	$
Managing Allocation of Transferred Funds*	$
Financial Audit Support	$
Supervision and Oversight of SNPLMA-Funded Staff and/or Contractors	$
Travel Administration for Required Project Travel	$
Human Resource/Relations Tasks for SNPLMA-funded Personnel	$
Preparing Quarterly Status Reports	$
Tracking Project Activities, Expenses, IGOs, Task Orders (e.g., project database management)	$
IT Services to Install Hardware/Wiring, Project-Required Software, and Maintain/Trouble Shoot Computers Used for SNPLMA Projects.	$

Hours and costs must be tracked by project and based on percentage of time the computer(s) are used for those projects.	
A percent of Project-Related Indirect Costs for Support Based on Staff Time Spent on the Project(s), provided these expenses meet the three criteria of necessary expenses and are not covered elsewhere in the cost estimate (Examples of such indirect costs would be secretarial support, printing, copying, cost-center expenses, etc.)	$
PROJECT CONSTRUCTION, CONSULTATION AND MANAGEMENT	
Duties of Project Manager/Supervisor (If not already included on the Estimated Expense Sheet)	$
Construction Trailers and Utilities	$
Required Project Consultations (e.g., safety and fire; cultural and historic, ADA, etc.)	$
Public Scoping and/or Meetings for Environmental Review, Project Design, etc. (Does not include ribbon cutting or opening ceremonies for projects at or near completion.)	$
Review of Contracted Surveys, Assessments, Designs/Drawings, Reports (If not already included on the Estimated Necessary Expense Sheet)	$
Construction Site Security	$
Cell Phones, Cell Service, Radios for Project Personnel Primarily in the Field	$
Required Cultural, Wildlife, Biological, and other Similar Surveys (If not already included on the Estimated Necessary Expense Sheet)	$
Interest Required to be Paid on Construction Contract Retention Amounts	$
TEMPORARY OFFICE SPACE	
Lease Costs for New Temporary Space	$
Design and Installation of Modifications to Meet Space Plan Needs	$
Set Up Fees for Utilities (Gas, Electricity, etc.)	$
Furniture and Fixtures	$
Required Modifications to Meet Codes	$
Computer Equipment (See section on equipment costs for limiting conditions)	$
Installation Costs for Computer Networks, Telephone Service	$
Other (describe)	$
Other Necessary Expenses Subtotal	$
GRAND TOTAL	**$**